Canon

iR2030/iR2025/iR2022i/iR2018i

User's Guide

Read this guide first.
Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENGLISH

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iR2030/iR2025/ iR2022i/iR2018i

User's Guide

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Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying Disc.

• **Quick Reference for Basic Operations** For Basic Operations → Basic Features For Additional Functions → To Suit Your Needs	**Easy Operation Guide**	
• **Basic Information**	**User's Guide (This Document)**	
• **Basic Operations** • **Troubleshooting**	**Reference Guide**	
• **Copying Instructions**	**Copying Guide**	
• **Sending and Fax Instructions**	**Sending and Facsimile Guide**	
• **Installing the Disc Software and Setting Up the Network Connection**	**Network Quick Start Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide**	
• **Network Connectivity and Setup Instructions**	**Network Guide**	
• **Color Network ScanGear Installation and Instructions**	**Color Network ScanGear User's Guide**	
• **PCL/UFRII LT Printer Instructions**	**PCL/UFR II Printer Guide**	
• **UFRII LT Printer Instructions**	**UFR II Printer Guide**	
• **Bar Code Printing Instructions**	**Bar Code Printing Guide**	
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**	
• **UFRII LT Printer Driver Installation and Instructions**	**UFR II Driver Guide**	
• **Fax Driver Installation and Instructions**	**Fax Driver Guide**	

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Contents

Preface . . . . . **v**
How To Use This Manual. . . . . . **v**
Symbols Used in This Manual v
Keys Used in This Manual vi
Illustrations Used in This Manual vi
Available Features vii
Legal Notices . . . . . **viii**
R&TTE Directive viii
Laser Safety viii
Additional Information ix
International Energy Star-Program x
EMC Directive x
WEEE Directive x
IPv6 Ready Logo xi
Abbreviations Used in This Manual xi
Trademarks xi
Copyright xii
Disclaimers xii
Legal Limitations on the Usage of Your Product and the Use of Images xii
Important Safety Instructions. . . . . . **xiii**
Installation xiii
Power Supply xiv
Handling xv
Maintenance and Inspections xvi
Consumables xviii
Other Warnings xviii
About the Electronic Instruction Manuals. . . . . . **xix**
Contents of Documentation Kits xix
Multi-lingual Documentation Kit xix
Documentation Kit included in box xix
Documentation only in Send kit xix
User Manual Disc Menu . . . . . **xx**
System Requirements xx
Using The Disc Menu xxi

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Chapter 1 Before You Start Using This Machine

Installation Location and Handling **1-2**
Installation Precautions 1-2
Avoid Installing the Machine in the Following Locations 1-2
Select a Safe Power Supply 1-5
Provide Adequate Installation Space 1-6
Moving the Machine 1-6
Handling Precautions 1-8
What This Machine Can Do **1-11**
System Configuration and Parts **1-14**
Optional Equipment 1-14
External View and Internal View 1-15
Control Panel Parts and Functions 1-16
Touch Panel Display 1-17
Main Power and Control Panel Power **1-19**
How to Turn ON the Main Power 1-19
Things You Must Do Before Using This Machine **1-21**
Selecting the Type of Telephone Line 1-21
Setting the Current Date and Time 1-23
Registering This Machine's Fax Number 1-26
Registering the Unit Name 1-27

Chapter 2 Routine Maintenance

Loading Paper **2-2**
Replacing the Toner Cartridge **2-6**

Chapter 3 Troubleshooting

Clearing Paper Jams **3-2**
List of Error Messages **3-6**
List of Error Codes without Messages 3-6

Chapter 4 Appendix

Multifunctional Operations **4-2**
Available Paper Stock **4-3**

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Preface

Thank you for purchasing the Canon iR2030/iR2025/iR2022i/iR2018i. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

This paper manual contains the things you must read before using this machine and basic operations. For the further details of the operations, please refer to the attached Disc manual.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

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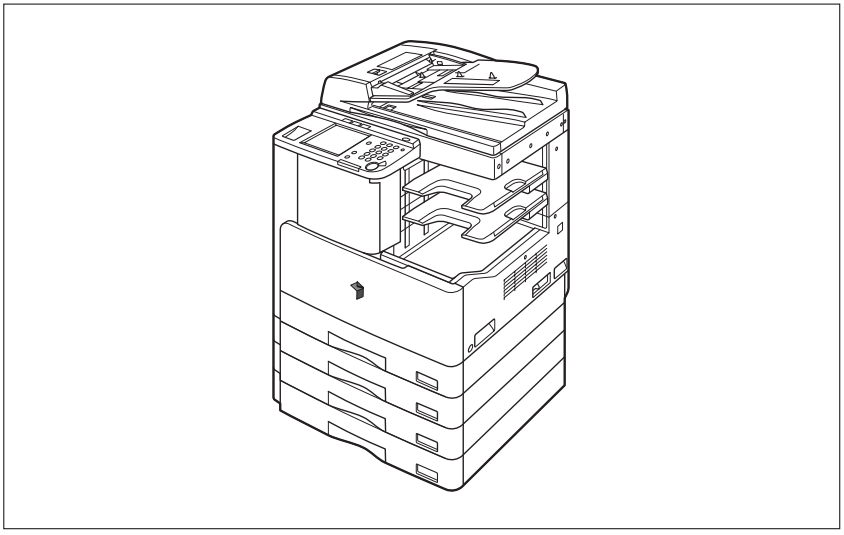
Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]
  Examples: [Cancel]
  [Done]
- Control Panel Keys: <Key icon> + (Key Name)
  Examples: (Start)
  (Stop)

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the iR2022i has the following optional equipment attached to it: the Finisher-U2, Additional Finisher Tray-C1, and Cassette Feeding Module- Q1.



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Available Features

The procedures described in this manual are based on the iR2022i. Depending on the system configuration and product purchased, some features described in the manuals may not be functional. The table below shows the available features on a product basis.

√: Available
–: Unavailable
opt.: optional

	COPY	PRINT (UFRII LT)	PRINT (PCL)	FAX	I-FAX/ E-MAIL/ FTP/SMB	Network SCAN	Remote UI	Original Size Detection	2-Sided Printing	Feeder/ Platen Cover
iR2018i	√	√	√	opt.	√	√	√	–	opt.	√*1
iR2022i	√	√	√	opt.	√	√	√	√	opt.	√*1
iR2025	√	√	opt.	opt.	opt.	√	√	√	√	opt.*2
iR2030	√	√	opt.	opt.	opt.	√	√	√	√	opt.*2

*1: Only the feeder is available.

*2: The platen cover or the feeder can be selected at the time of purchase.

NOTE

For more information on the optional equipment, see Chapter 3, "Optional Equipment," in the Reference Guide.

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Legal Notices

R&TTE Directive

CE

This equipment (F189800) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU.
We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 V-240 V, 50/60Hz.
Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.
If you move to another EU country and are experiencing trouble please call the Canon Help Desk.

(For Europe Only)
Canon Inc./Canon Europa N. V.

Laser Safety

This product is certified as a Class I laser product under IEC60825-1:1993+A1:1997+A2:2001, EN60825-1:1994+A1:2002+A2:2001. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's Reference Guide.

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Additional Information

When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product. The reflected beam, even though visible or invisible, can permanently damage your eyes.

The labels shown below are attached to the laser scanner unit inside the machine and next to the toner cartridge, behind the front cover.

DANGER - Invisible laser radiation when open, AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN, AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE, ÉVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET, NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR, EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD, STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA, VÄLTÄ ALTISTUMISTA SÄTEELLE.
注 意 - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
注 意 - 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 - ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。
FS7-8335

FU5-8610
DANGER - Invisible laser radiation when open, AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN, AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE, ÉVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET, NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR, EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD, STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA, VÄLTÄ ALTISTUMISTA SÄTEELLE.
注 意 - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
注 意 - 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 - ここを開くとクラス3B不可視レーザ放射がでます。ビームに身をさらさないこと。

This product has been classified under IEC60825-1:1993+A1:1997+A2:2001, EN60825-1:1994+A1:2002+A2:2001, which conform to the following classes;

CLASS I LASER PRODUCT
LASER KLASSE I
APPAREIL A RAYONNEMENT LASER DE CLASSE I
APPARECCHIO LASER DI CLASSE I
PRODUCTO LASER DE CLASE I
APARELHO A LASER DE CLASSE I

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

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International Energy Star-Program

As an ENERGY STAR Partner, Canon Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

EMC Directive

This equipment conforms with the essential requirements of EC Directive 89/336/EEC.

We declare that this product conforms with the EMC requirements of EC Directive 89/336/EEC at nominal mains input 230V, 50Hz although the rated input of the product is 220V-240V, 50/60Hz.

Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.

WEEE Directive

European Union (and EEA) only.

This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com/environment.

(EEA: Norway, Iceland and Liechtenstein)

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IPv6 Ready Logo

This machine has acquired IPv6 Ready Logo Phase-1, as established by the IPv6 Forum.

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft® Windows® 98 operating system:	Windows 98
Microsoft® Windows® Millennium Edition operating system:	Windows Me
Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® XP operating system:	Windows XP
Microsoft® Windows Server® 2003 operating system:	Windows Server 2003
Microsoft® Windows Vista™ operating system:	Windows Vista
Microsoft® Windows® operating system:	Windows

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- Paper Money
- Checks or Drafts Issued by Governmental Agencies
- Internal Revenue Stamps (canceled or uncanceled)
- Money Orders
- Motor Vehicle Licenses and Certificates of Title
- Bonds or Other Certificates of Indebtedness
- Certificates of Deposit
- Travelers Checks
- Stock Certificates
- Postage Stamps (canceled or uncanceled)
- Food Stamps
- Copyrighted Works/Works of Art without Permission of Copyright Owner
- Identifying Badges or Insignias
- Passports
- Selective Service or Draft Papers
- Immigration Papers

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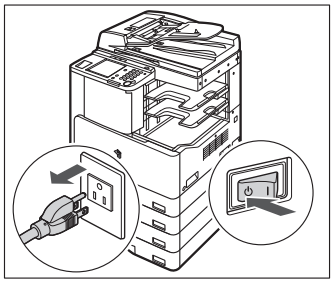
Important Safety Instructions

Please read these “Important Safety Instructions” thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

WARNING



- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**

CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**
- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**

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Power Supply

WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 220-240 V AC, 50/60 Hz and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

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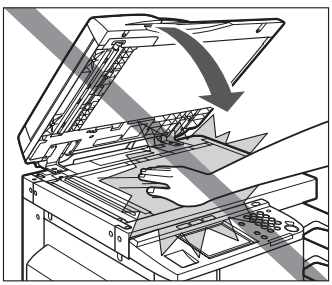
Handling

WARNING

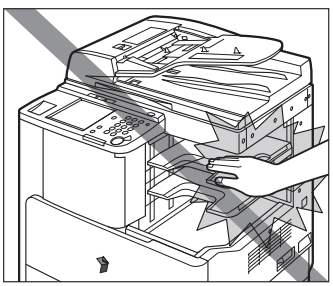
- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**

CAUTION

- **Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.**
- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**
- **Do not touch the finisher while the machine is printing, as this may result in personal injury.**
- **Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.**



- **Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.**
- **Do not place your hand in the part of the tray where stapling is performed when a finisher is attached, as this may result in personal injury.**



Finisher-U2

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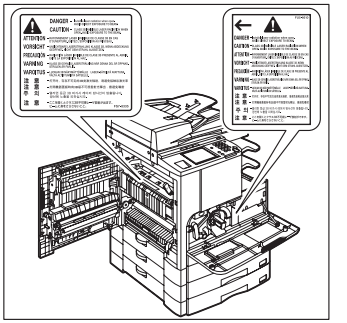
- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.**
- **Never open covers other than those instructed in this manual.**
- **Do not remove the caution labels attached to the laser scanner unit inside the machine and next to the toner cartridge, behind the front cover.**



- **Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**

Maintenance and Inspections

WARNING

- **When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the toner cartridges to ignite, resulting in burns or a fire.**

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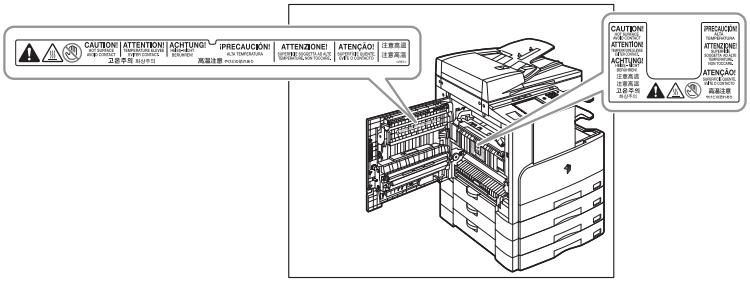
CAUTION

- **The fixing unit, the duplex unit, and their surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit, the duplex unit, and their surroundings, as doing so may result in burns.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing a used toner cartridge, remove the toner cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult physician.**
- **Handle the toner cartridge carefully. Avoid contact with any toner that is released from the cartridge. If toner makes contact with your skin, immediately wash the area with soap and cold water. If your skin still feels irritated after washing the area thoroughly, or you ingest toner, seek immediate medical treatment.**

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Consumables

WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the toner cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the toner cartridges in a bag to prevent the toner remaining inside the toner cartridges from scattering, and dispose of them in a location away from open flames.**

CAUTION

- **Keep toner cartridges and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.**
- **Do not dismantle the toner cartridge, as dismantling it may cause toner dust to scatter on your skin or clothes. Immediately brush the toner off your clothes (but do not wash the clothing with hot water, which may cause the toner to set in the fabric). If toner gets into your eyes or mouth, wash them immediately with cold water and seek immediate medical treatment.**
- **Handle the toner cartridge carefully. Avoid contact with any toner that is released from the cartridge. If toner makes contact with your skin, immediately wash the area with soap and cold water. If your skin still feels irritated after washing the area thoroughly, or you ingest toner, seek immediate medical treatment.**

Other Warnings

WARNING

For cardiac pacemaker users:
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

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About the Electronic Instruction Manuals

Contents of Documentation Kits

Multi-lingual Documentation Kit

Instruction Manual Disc

This contains the multilingual versions of the following guides.

■ **Easy Operation Guide**
- Basic Features
  Contains the basic operation instructions of the Copy, Mail Box, Send, Fax, Remote UI, and Printer functions.
- To Suit Your Needs
  Contains the basic settings of the Additional Functions screen.

■ **Reference Guide**
Contains the basic operation instructions, daily maintenance, and troubleshooting instructions.

■ **Copying and Mail Box Guide**
Contains the Copying and Mail Box function instructions.

■ **Sending and Facsimile Guide**
Contains the Sending and Facsimile function instructions.

■ **User's Guide (This Document)**

Documentation Kit included in box

This contains the English, French, Italian, German, and Spanish versions of the following guides.

■ **Easy Operation Guide**
- Basic Features
  Contains the basic operation instructions of the Copy, Mail Box, Send, Fax, Remote UI, and Printer functions.
- To Suit Your Needs
  Contains the basic settings of the Additional Functions screen.

■ **Reference Guide**
Contains the basic operation instructions, daily maintenance, and troubleshooting instructions.

■ **Copying and Mail Box Guide**
Contains the Copying and Mail Box function instructions.

■ **Remote UI Guide**
Contains the Remote User Interface instructions.

■ **Network Guide**
Contains the Network Connectivity and setup instructions.

Documentation only in Send kit

Color Universal Send Kit Disc

This contains the English, French, Italian, German, and Spanish versions of the following guides.

■ **Sending and Facsimile Guide**
Contains the Sending and Facsimile function instructions.

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User Manual Disc Menu

The User Manual Disc Menu is software that enables you to select and view PDF Manuals included on the Disc via your computer screen. Follow the instructions below to use the User Manual Disc Menu.

System Requirements

The User Manual Disc Menu can be used in the following system environments.

	Windows	Macintosh
OS	Windows 98 Windows Me Windows 2000 (Service Pack 4 or later) Windows XP (Service Pack 1a or later) Windows Server 2003 Windows Vista	Mac OS 9.x Mac OS X*
Application	Adobe Reader v.5.x or higher Adobe Acrobat v.5.x or higher	Adobe Reader v.5.x or higher Adobe Acrobat v.5.x or higher
Memory	The memory required to run the above operating systems	
Computer	A computer that can run the above operating systems	
Display	A resolution of 1024 x 768 pixels or higher	

* Only in Classic environment.

IMPORTANT

Depending on the configuration of your computer, some functions may not operate correctly. If the PDF manual does not open from the Disc Menu, open the PDF file directly from the [manuals] folder on the User Manual Disc.

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Using The Disc Menu

This section describes how to use the Disc Menu. When you insert the User Manual Disc provided into the Disc drive, the Language Selection screen is displayed. Clicking a language on this screen displays the following menu. (The sample screenshot shown here is for Windows users.)

NOTE

- *For Macintosh users, double-click the [START] icon to start the Disc Menu. The Language Selection screen is displayed.*
- *The Language Selection screen is not displayed for the Manual Disc supplied with the optional Barcode Printing Kit.*
  Open an appropriate folder in the Disc to read the PDF manual.

① **BROWSE MANUAL**
You can read any of the listed guides by clicking on the desired guide. After clicking on the desired guide, Acrobat Reader starts, and the PDF manual is displayed.

② **INSTALL**
You can install the listed PDF manuals on your computer. After clicking [Install], select the location where you want to save the files.

③ **RETURN**
Return to the Language Selection menu.

④ **EXIT**
Exit the Disc menu.

The screen shot shown above may differ from the one you actually see, depending on the machine you are using.

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Before You Start Using This Machine

1

CHAPTER

This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

Installation Location and Handling 1-2
- Installation Precautions 1-2
- Handling Precautions 1-8

What This Machine Can Do 1-11

System Configuration and Parts 1-14
- Optional Equipment 1-14
- External View and Internal View 1-15
- Control Panel Parts and Functions 1-16
- Touch Panel Display 1-17

Main Power and Control Panel Power 1-19
- How to Turn ON the Main Power 1-19

Things You Must Do Before Using This Machine 1-21
- Selecting the Type of Telephone Line 1-21
- Setting the Current Date and Time 1-23
- Registering This Machine's Fax Number 1-26
- Registering the Unit Name 1-27

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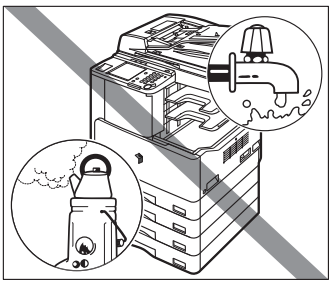
Installation Location and Handling

This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

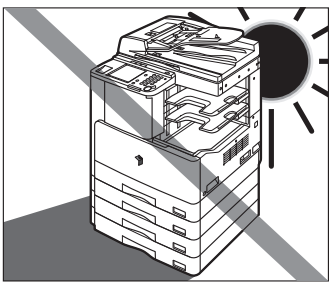
Installation Precautions

Avoid Installing the Machine in the Following Locations

■ **Avoid locations subject to extremes of temperature and humidity, whether low or high.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



■ **Avoid installing the machine in direct sunlight.**
If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



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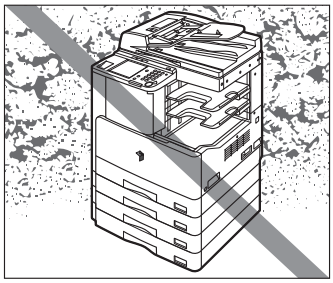
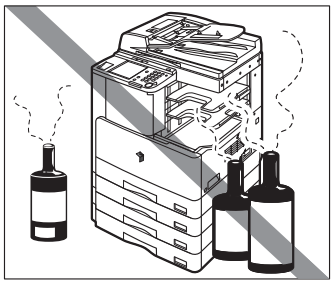
■ Avoid poorly ventilated locations.

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



■ Avoid locations where a considerable amount of dust accumulates.

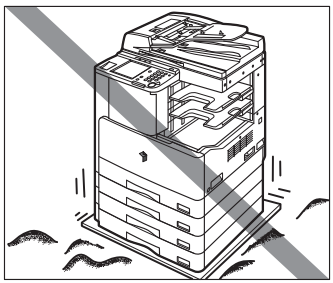
■ Avoid locations where ammonia gas is emitted.



■ Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.

■ Avoid locations that are subject to vibration.

For example, avoid installing the machine on unstable floors or stands.



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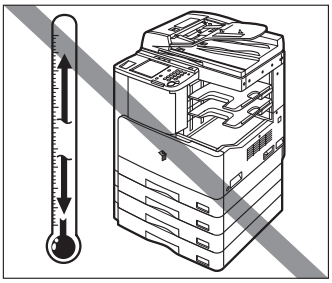
■ Avoid exposing the machine to rapid changes in temperature.

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



■ Avoid installing the machine near computers or other precision electronic equipment.

Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ Avoid installing the machine near televisions, radios, or similar electronic equipment.

The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

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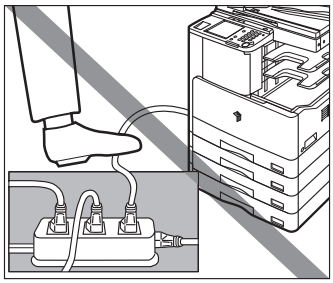
Select a Safe Power Supply

- **Plug the machine into a standard 230 V AC, three-wire grounded outlet.**
- **Make sure that the power supply for the machine is safe, and has a steady voltage.**
- **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



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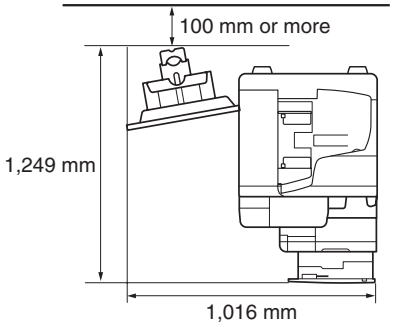
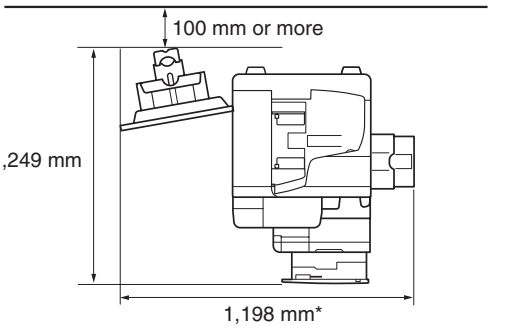
Provide Adequate Installation Space

■ **Provide enough space on each side of the machine for unrestricted operation.**

No optional equipment is attached.



The iR2022i with the optional Finisher-U2 and Additional Finisher Tray-C1 attached.



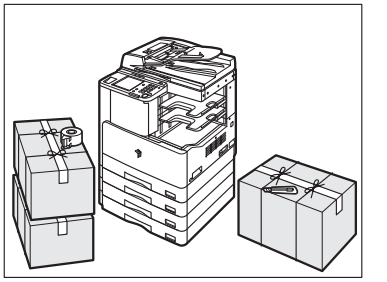
* The width is 1,016 mm when no options are attached, or 1,247 mm when the optional Document Tray-J1 is attached.

NOTE

Be sure to provide enough space also at the top of the machine in order to open the feeder/platen cover.

Moving the Machine

■ **If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand.**



■ **The machine is heavy, and requires two or more people to lift it. Therefore, do not attempt to move it by yourself. Doing so may result in personal injury.**

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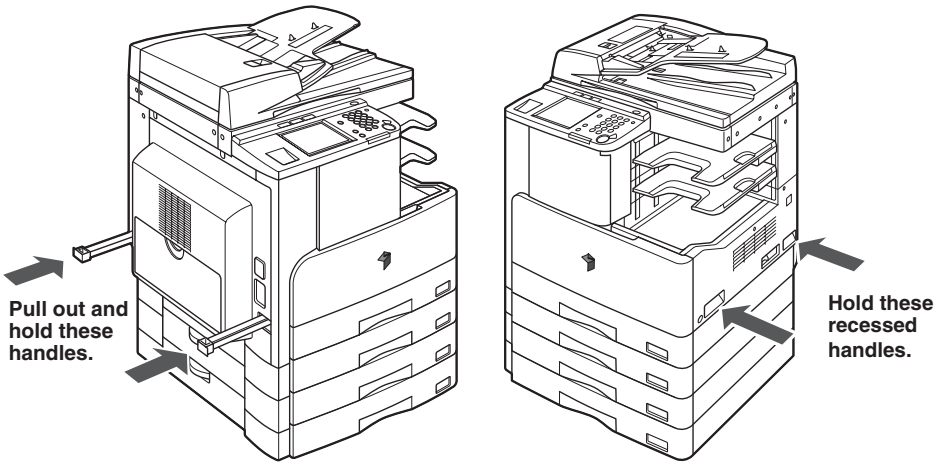
■ **When carrying the machine, be sure to hold the handles, as indicated below. Failure to do so may cause the machine to be dropped, and result in personal injury.**



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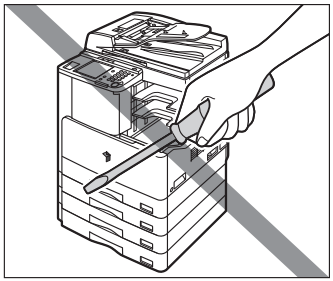
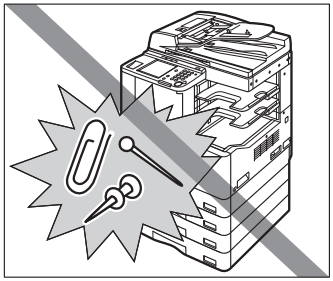
Handling Precautions

■ **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

■ **Do not attempt to disassemble or modify the machine.**



■ **Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it may cause a short circuit and result in a fire or electrical shock.**



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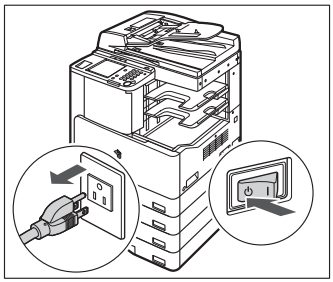
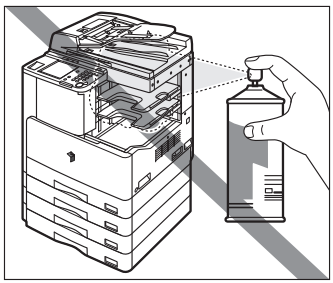
■ **If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**



■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This might result in paper jams.**

■ **Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.**



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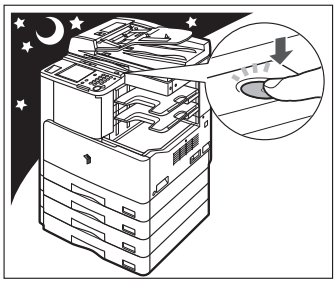
■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

■ **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**



■ **Do not use a telephone cable longer than 3 m.**

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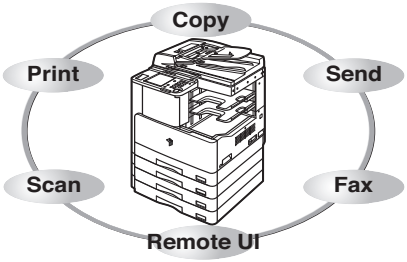
What This Machine Can Do

All the elements you will ever need in a digital multitasking machine.



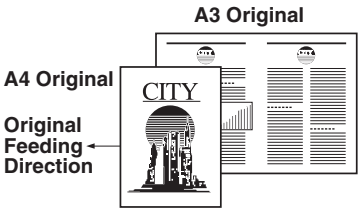
The iR2030/iR2025/iR2022i/iR2018i incorporates a rich array range of input and output features that can greatly enhance your efficiency.

Equipped with features that meet the needs of document work in a digitized office, the iR2030/iR2025/iR2022i/iR2018i represents the ultimate in digital multitasking machines.

Copying

See the *Copying Guide*

In addition to normal copying functions, convenient new functions, such as Different Size Originals Mode for copying originals of different sizes together in one copy operation, are provided to increase your productivity.



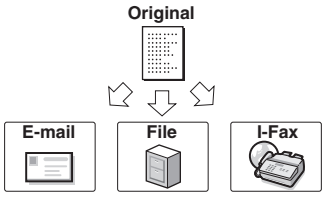
Different Size Originals Mode

Sending*

See the *Sending and Facsimile Guide*

The Send function enables you to send scanned image or document data to file servers, or send it by e-mail or I-fax. A variety of file formats are supported (TIFF and PDF (for sending black-and-white scanned images or document data); and JPEG and PDF (Compact) (for sending color scanned images or document data)). These file formats offer you greater flexibility in accommodating digital workplace environments.

* To enable the Send function, the optional Color Send Kit (standard for the iR2022i/iR2018i) must be activated.



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Faxing* See the *Sending and Facsimile Guide*

This machine's Super G3 fax function is compatible with most Super G3 fax machines used in office environments. If the optional Super G3 FAX Board and Fax Driver are installed, you can send facsimiles from your computer.

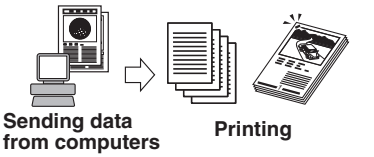
* The optional Super G3 FAX Board is required.

Printing See the *PCL/UFR II Printer Guide* or *UFR II Printer Guide*

This machine uses UFRII LT (Ultra Fast Rendering II LT) Technology, which utilizes a newly invented printing algorithm to minimize file processing and achieve maximum performance. Also the PCL Printer* enables you to use the machine as an emulation printer of PCL5e and PCL6.

With the optional Barcode Printing Kit, you can also use the BarDIMM function. (See the *Bar Code Printing Guide*.)

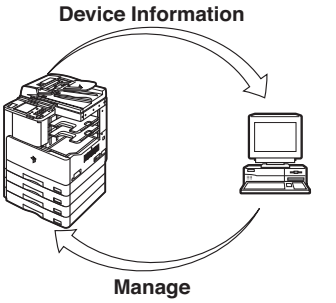
* To enable the PCL Printer function, the PCL Printer Kit (standard for the iR2022i/iR2018i) is required.



Network Interface See the *Network Guide*

This machine can be connected to a network using Ethernet (standard equipment). Connecting to a network enables you to use utility software, including the Remote UI, NetSpot*, etc.

* NetSpot enables you to manage and make various settings for the printers and copiers connected to a network from a PC.



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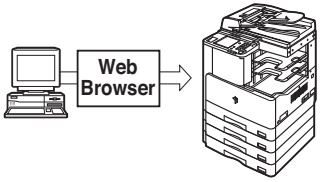
Using the Remote UI

See the *Remote UI Guide*

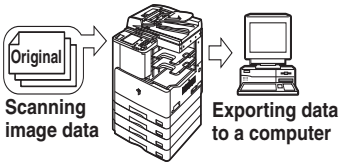
You can control functions, such as confirming the status of the machine, job operations, and printing instructions, all from your PC's Web browser.



Network Scanning

See the *Color Network ScanGear User's Guide*

The Network Scan function enables you to use the iR2030/iR2025/iR2022i/iR2018i as a conventional scanner. You can scan a document using the machine, and read the data in an application you are using on your computer. To use this function, the machine is required to be connected to a network, and the Color Network ScanGear software* installed at your computer. You can scan images of up to A3 in size at a resolution of 600 x 600 dpi.



The Color Network ScanGear software is supplied on the accompanying Disc. For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

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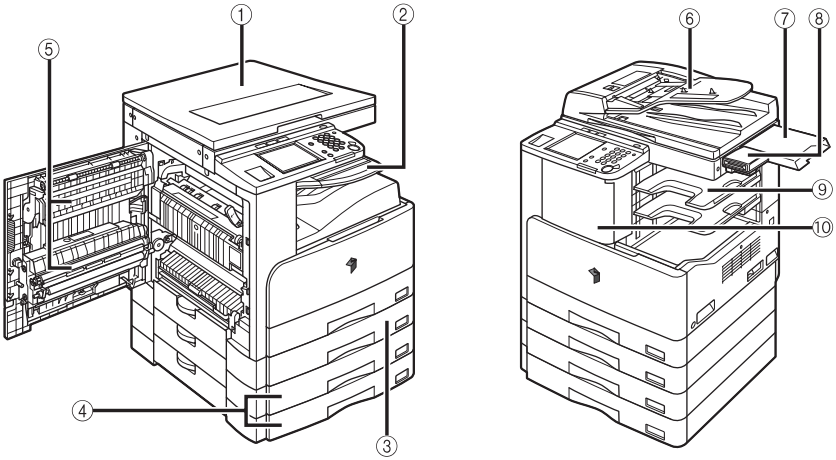
System Configuration and Parts

Optional Equipment



① **Platen Cover Type J**
② **Inner 2 Way Tray-E2**
③ **Cassette Feeding Module-P1 (For the iR2018i only)**
④ **Cassette Feeding Module-Q1**
⑤ **Duplex Unit-B1**
⑥ **Feeder (DADF-P2)**
⑦ **Document Tray-J1**
⑧ **Card Reader-E1**
⑨ **Additional Finisher Tray-C1**
⑩ **Finisher-U2**

NOTE

- *The Duplex Unit-B1 is standard equipment for the iR2030/iR2025.*
- *The optional Inner 2 Way Tray-E2 cannot be used with the optional Finisher-U2.*

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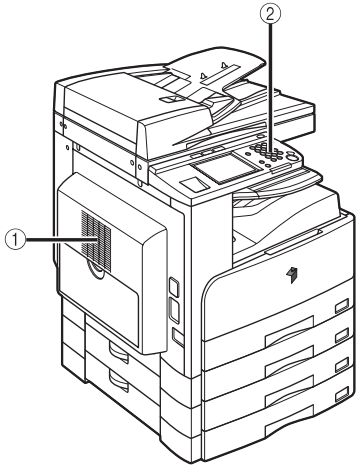
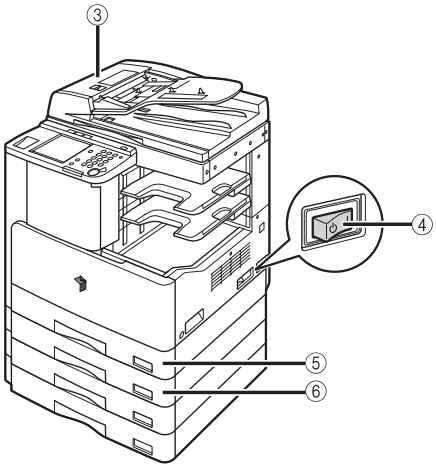
External View and Internal View

The iR2022i with the optional Inner 2 Way Tray-E2 and Cassette Feeding Module-Q1 attached



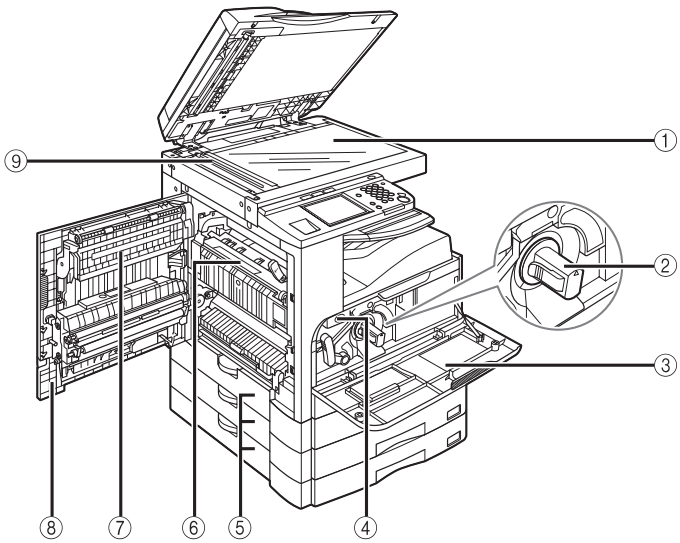
① **Stack Bypass**
② **Main Control Panel**
③ **Feeder (DADF-P2)**

The iR2022i with the optional Finisher-U2, Additional Finisher Tray-C1 and Cassette Feeding Module-Q1 attached



④ **Main Power Switch**
⑤ **Paper Drawer 1**
⑥ **Paper Drawer 2**
(Optional equipment for the iR2018i)

The iR2018i with the Duplex Unit-B1, optional Cassette Feeding Module-P1 and Cassette Feeding Module-Q1 attached



① **Platen Glass**
② **Toner Cartridge**
③ **Front Cover**
④ **Drum Unit**
⑤ **Paper Drawer's Left Covers**
⑥ **Fixing Unit**
⑦ **Duplex Unit (Duplex Unit-B1)**
⑧ **Left Cover**
⑨ **Scanning Area**

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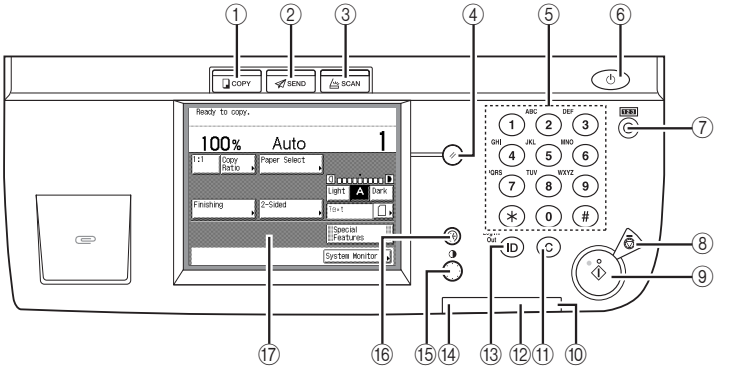
Control Panel Parts and Functions



① **COPY key**

Press to use the Copy function. The Copy Basic Features screen appears on the touch panel display.

② **SEND key**

Press to use the Send/Fax function. The Send Basic Features screen appears on the touch panel display.

③ **SCAN key**

Press to enable the Network Scan function. (See the *Color Network ScanGear User's Guide*.)

④ **Reset key**

Press to restore the standard settings of the machine.

⑤ **Numeric keys**

Press to enter numerical values.

⑥ **Control Panel Power Switch (Sub Power Supply)**

Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode.

⑦ **Counter Check key**

Press to display the copy and print count totals and the machine's serial number on the touch panel display.

⑧ **Stop key**

Press to stop a job in progress, such as a scan, copy, or fax job (scanning only).

⑨ **Start key**

Press to start an operation.

⑩ **Main Power Indicator**

Lights when the main power is turned ON.

⑪ **Clear key**

Press to clear entered values or characters.

⑫ **Error Indicator**

Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

⑬ **Log In/Out key**

Press when setting or enabling Department ID Management.

⑭ **Processing/Data Indicator**

Flashes or blinks green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, fax data is stored in memory.

⑮ **Display Contrast Dial**

Use to adjust the brightness of the touch panel display.

⑯ **Additional Functions key**

Press to specify additional functions.

⑰ **Touch Panel Display**

The settings screen for each function is shown on this display.

NOTE

The SEND key is available only if the optional Color Send Kit (standard for the iR2022i/iR2018i) is activated and/or the optional Super G3 FAX Board is installed.

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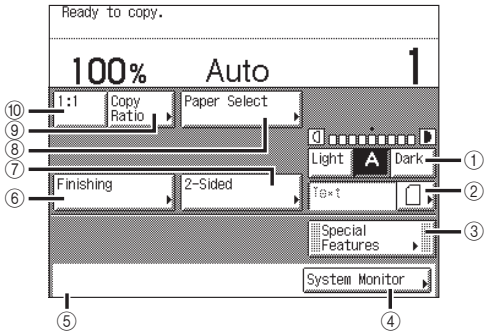
Touch Panel Display



① **Adjust Contrast**

Press [Light] or [Dark] to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

② **Original Type Selection**

Press to make copies according to the type of original ([Text], [Text/Photo], or [Photo]).

③ **Special Features**

Press to select a Special Features mode.

④ **System Monitor**

Press to check or cancel jobs, and to check the job log. You can also check the current status of the machine.

⑤ **Job/Print Status Display Area**

The progress of jobs and copy operations, and the status of devices and consumables are displayed here.

⑥ **Finishing**

Press to select the Collate, Group, or Staple mode.

⑦ **2-sided**

Press to make [1▶2-Sided], [2▶2-Sided], [2▶1-Sided], or [Book▶2-Sided] copies.

⑧ **Paper Select**

Press to select the paper size/type and the paper source.

⑨ **Copy Ratio**

Press to reduce or enlarge the copy size.

⑩ **1:1**

Press to make copies in the same size as your original.

NOTE

- *You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send (Fax), Scan, or System Monitor screen.*
- *The icons that appear in the Job/Print Status Display Area (on the bottom left of the screen) indicate a certain status of each job. The meanings of the icons are described as shown below:*

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Icon (Type of Job)	Description
	Copy Job
	Send Job
	Fax Job
	Printer Job
	Report Job
	Additional Functions Job

Icon (Machine Status)	Description
	Error
	Paper Jam
	Staple Jam
	Replace Toner Cartridge

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Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch.

How to Turn ON the Main Power

1 Make sure that the power plug is firmly inserted into the power outlet.

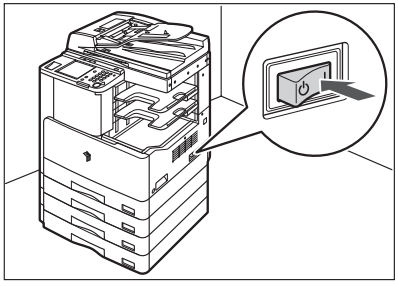
WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2 Press the main power switch to " I " side. The main power switch is located on the right side of the machine.

If you want to turn the main power OFF, make sure that you first turn the control panel power switch OFF, and then press the main power switch to the "⏻" side.

The main power indicator on the control panel lights when the main power switch is turned ON.



IMPORTANT

If the main power indicator does not light up, make sure that the power cord is firmly inserted into the power outlet.

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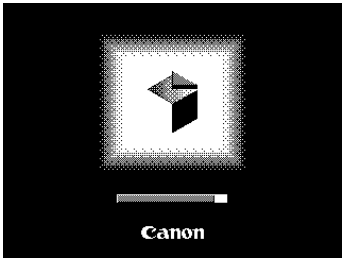
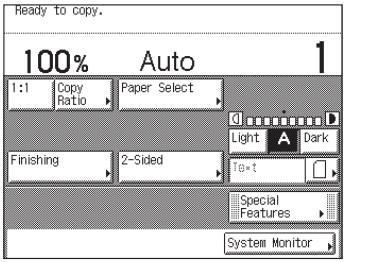
3 The screens on the right are displayed while the system software is loading.



❑ The Start Up screen is displayed until the machine is ready to scan.



❑ The screen on the right is displayed when the machine is ready to scan.

IMPORTANT

- *If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON.*
- *Do not turn the main power OFF if the optional Color Send Kit (standard for the iR2022i/iR2018i) is activated, or the optional Super G3 FAX Board is installed, and you want to be able to send or receive I-fax/fax documents. Sending or receiving I-fax/fax documents cannot be done when the power is turned OFF.*

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Things You Must Do Before Using This Machine

This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations. For the further details of the operations, see "Things You Must Do Before Using This Machine" in the *Sending and Facsimile Guide*.

IMPORTANT

- *If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.*
- *Network settings have to be specified in order to send scanned documents to an e-mail address, an I-fax address, or a file server. (See "Basic Network Setting," in the Network Guide.)*

NOTE

Depending on the destination, the following options are required:

- *E-mail, I-fax, file server: the Color Send Kit (standard for the iR2022i/iR2018i) activated*
- *Fax: the Super G3 FAX Board installed*

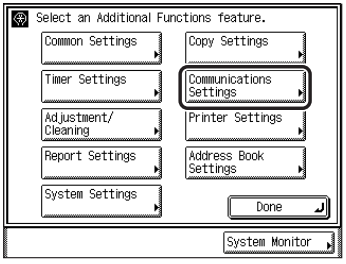
Selecting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

NOTE

- *This setting is required only when the optional Super G3 FAX Board is installed.*
- *The default setting is 'Tone'.*

1 Press (Additional Functions) → [Communications Settings].



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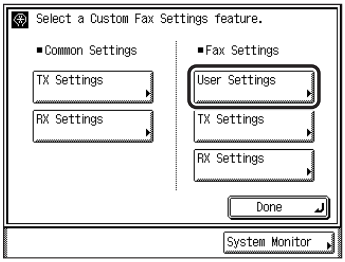
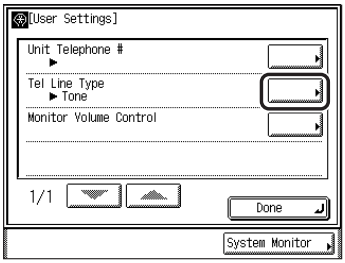
2 **Press [User Settings] under <Fax Settings>.**



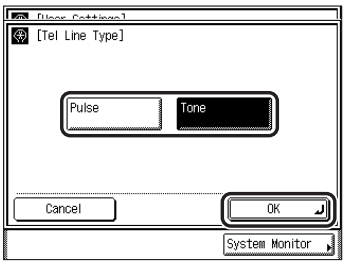
3 **Press [Tel Line Type].I**



4 **Select the type of telephone line → press [OK].**

If you do not know the telephone line type, call your telephone service provider for details.

The selected mode is set.



5 **Press [Done] repeatedly until the Basic Features screen appears.**

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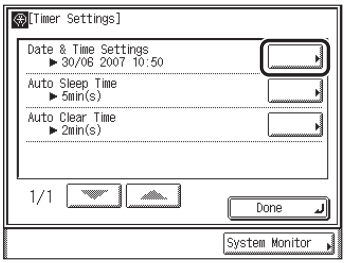
Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (± 0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called “Daylight Saving Time.”

---

1 **Press (Additional Functions) → [Timer Settings] → [Date & Time Settings].**



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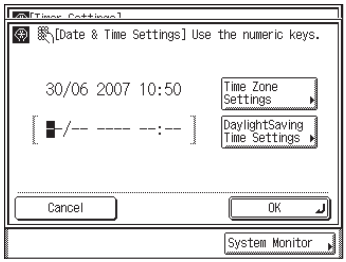
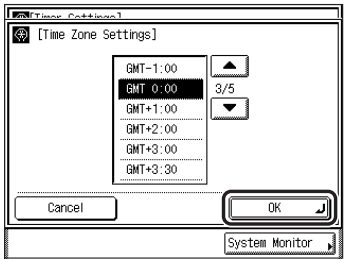
2 Enter the current date (day, month, year) and time using 0 - 9 (numeric keys).



● **If you are setting the Time Zone:**

❑ Press [Time Zone Setting] → select the time zone where the machine is located → press [OK].

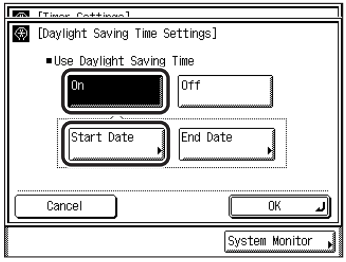


NOTE

- *The default setting is 'GMT 0:00'.*
- *If the desired time zone is not displayed, press [▼] or [▲] to scroll through the list.*

● **If you are setting Daylight Saving Time:**

❑ Press [DaylightSaving Time Settings] → [On] → [Start Date].



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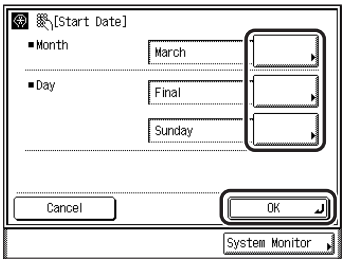
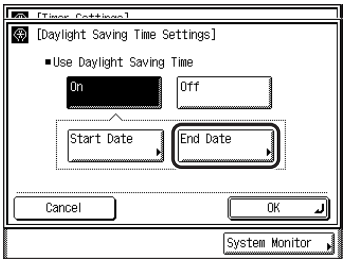
❑ Select the month and day from the Month and Day drop-down lists, respectively.

❑ Press [OK].



❑ Press [End Date] → make the settings in the same way as [Start Date] → press [OK].

❑ Press [OK].



NOTE

- *If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.*
- *The default setting is 'On'.*

3 Press [OK].

The selected mode is set.

4 Press [Done] repeatedly until the Basic Features screen appears.

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Registering This Machine's Fax Number

You must store the machine's fax number. This number is printed on the document that you fax to the receiving party.

The number may also be displayed on the touch panel display of the receiving party's machine, depending on their type of machine.

NOTE

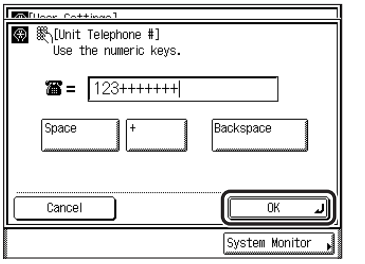
This setting is required only when the optional Super G3 FAX Board is installed.

1 Press (Additional Functions) → [Communications Settings] → [User Settings] under <Fax Settings>.

2 Press [Unit Telephone #].

3 Enter the unit's telephone number using 0 - 9 (numeric keys) → press [OK].

The selected mode is set.



4 Press [Done] repeatedly until the Basic Features screen appears.

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Registering the Unit Name

Your name or company's name must be registered as the unit name (a department name is optional).

When you send a document, the recipient's machine displays or prints your name or company's name (and department's name, if applicable) as the sender's information on the recording paper.

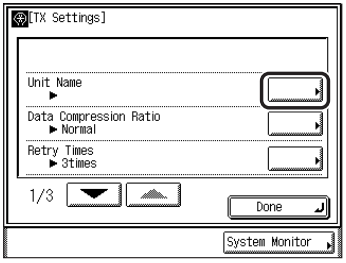
Some fax models also display sender information on the touch panel display during transmission.

NOTE

- *If the optional Super G3 FAX Board is installed, the unit name can be printed in the TX Terminal ID.*
- *You can register only one unit name.*
- *If User ID Management is set to 'On', the user name and the e-mail address that you registered using Remote UI are displayed in the From field on the recipient's machine, instead of the unit name.*
- *For instructions on registering the user name and the e-mail address, see the Remote UI Guide.*

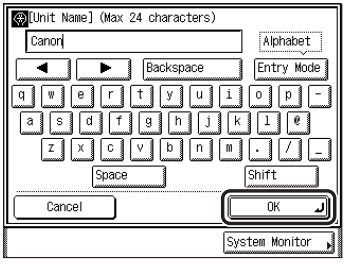
1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under [Common Settings].

2 Press [Unit Name].



3 Enter a name → press [OK].

The selected mode is set.



4 Press [Done] repeatedly until the Basic Features screen appears.

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Routine Maintenance

2
CHAPTER

This chapter describes how to load paper, and replace the toner cartridge.

Loading Paper 2-2
Replacing the Toner Cartridge 2-6

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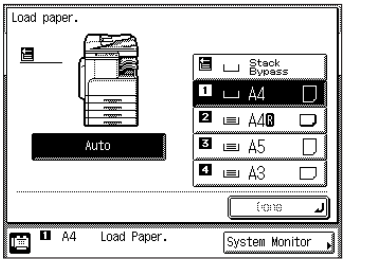
Loading Paper

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display, and the error indicator blinks in red.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

- *A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.*
- *Do not load nonstandard paper sizes into the paper drawers.*
- *Do not load the following types of paper into the paper drawers, as doing so may cause paper jams.*
  - *Severely curled or wrinkled paper*
  - *Lightweight straw paper: less than 64 g/m^2 (approximately)*
  - *Transparencies*
  - *Envelopes*
  - *Labels*
  - *Paper on which color images have been copied (Do not copy on the reverse side either.)*
  - *Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)*
- *Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.*
- *Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.*

NOTE

- *If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper.*
- *To cancel printing, press [Cancel].*
- *The following paper sizes can be loaded into paper drawers 1, 2, 3, and 4:*
  - *A3, A4, A4R, and A5*
  - *Cassette Feeding Module-P1 (paper drawer 2) and Cassette Feeding Module-Q1(paper drawer 3 and 4) are optional for the iR2018i.*
  - *Cassette Feeding Module-Q1 (paper drawers 3 and 4) is optional for the iR2030/iR2025/iR2018i.*
- *For more information on available paper stock that can be loaded into the paper drawers, see “Available Paper Stock” on p. 4-3.*

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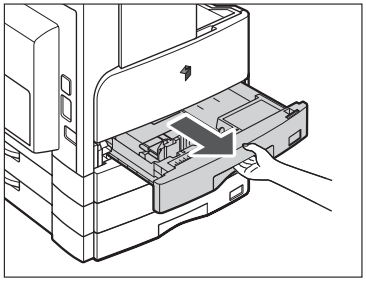
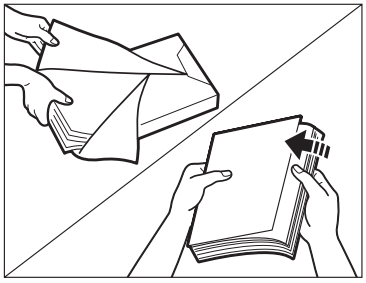
1 **Grip the handle of the paper drawer, and pull out the paper drawer until it stops.**



2 **Open a package of paper, and remove the paper stack from the package.**



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

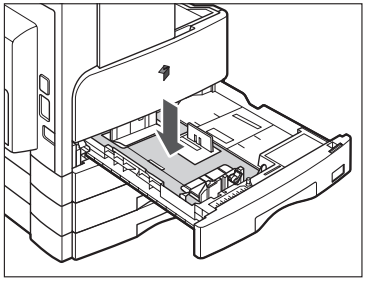
IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

NOTE

- *For high-quality printouts, use paper recommended by Canon.*
- *Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.*

3 **Push down the metal plate to lock.**



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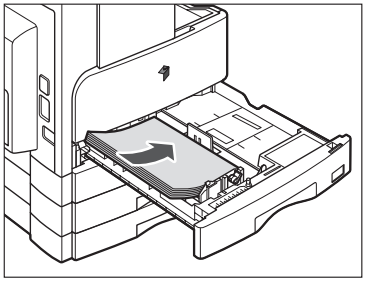
4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

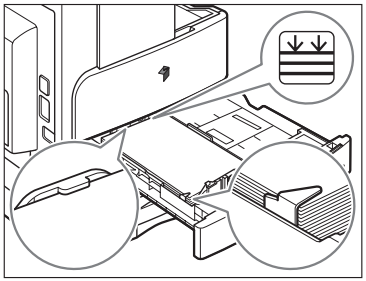
When loading paper into the paper drawer for the first time, set the size plate and the paper-size detecting lever for the paper being loaded. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” in the *Reference Guide*.)

When loading paper into the paper drawer, make sure that the paper size setting of the paper drawer matches the size of paper. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” in the *Reference Guide*.)



IMPORTANT

- *Paper which has been rolled or curled must be straightened out prior to use.*
- *Make sure that the height of the paper stack does not exceed the loading limit mark ( ) at the back of the paper drawer and the corners are below the paper size guide clips.*
- *Be sure to set the paper-size detecting lever correctly. If the lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.*



NOTE

- *Each paper drawer holds approximately 250 sheets of paper (80 g/m^2).*
- *If there are instructions on the package of paper about which side of the paper to load, follow those instructions.*
- *When the paper is loaded into the paper drawer, the side facing up is the one printed on.*
- *If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.*
- *For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see “Relationship between Original Orientation and Preprinted Paper Output Chart,” in the Reference Guide.*

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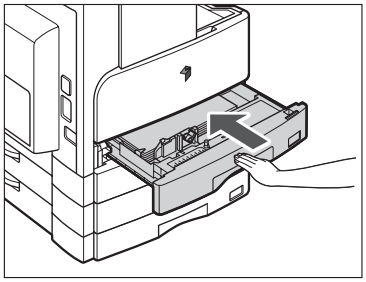
5 **Gently push the paper drawer back into the machine until it clicks into place in the closed position.**



CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

You will not be able to make copies or prints if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.

NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

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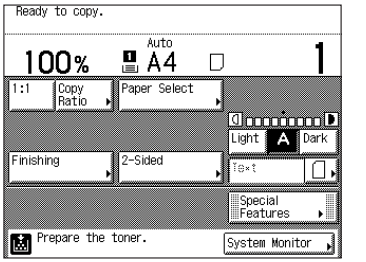
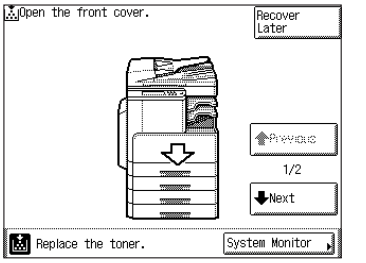
Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display. You may continue printing, but it is highly recommended that you purchase a new toner cartridge and use it as when needed.



When prints can no longer be made as toner runs out completely, a screen showing how to replace the toner cartridge, like the one shown on the right, appears on the touch panel display. Follow the instructions shown on the screen.

If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, without replacing the toner cartridge immediately.



WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the toner cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the toner cartridges in a bag to prevent the toner remaining inside the toner cartridges from scattering, and dispose of them in a location away from open flames.**

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CAUTION

- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.**

IMPORTANT

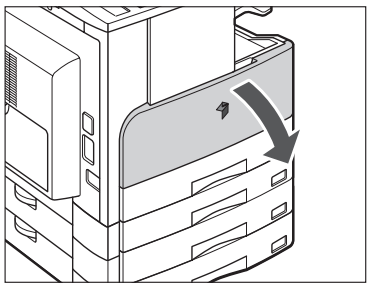
- *Use only toner cartridge recommended for use on this machine.*
- *Do not replace toner cartridge until the message prompting you to do so appears.*
- *Do not attempt to replace the toner cartridge while the machine is printing.*

NOTE

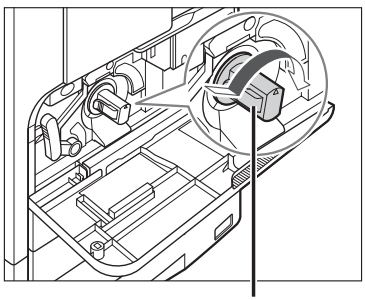
- *It is recommended to replace the toner cartridge soon after the message <Prepare the toner.> appears.*
- *Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.*
- *If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the toner cartridge.*

---

1 **Open the front cover.**



2 **While pushing down the release tab, turn the toner cartridge in the direction of the arrow in the illustration on the right.**



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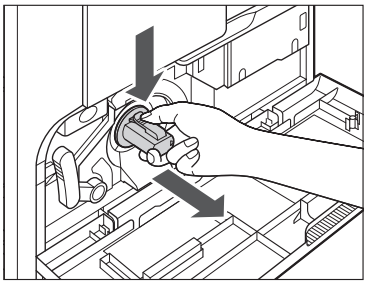
3 **While pushing down the release tab, pull the toner cartridge out in the direction of the arrow in the illustration on the right.**



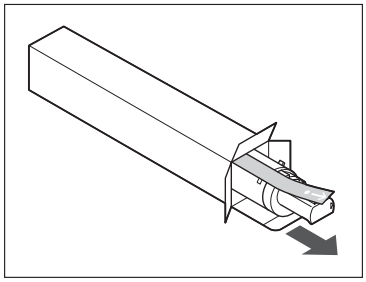
4 **Rock the new toner cartridge five or six times to distribute the toner evenly inside the toner cartridge.**

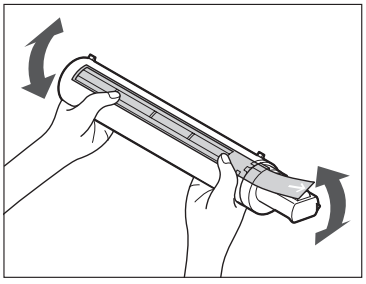
WARNING

Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the toner cartridge, and result in burns or a fire.

IMPORTANT

If the toner is not distributed evenly inside the toner cartridge, the printing quality may deteriorate.





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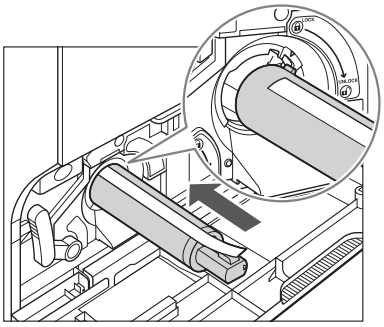
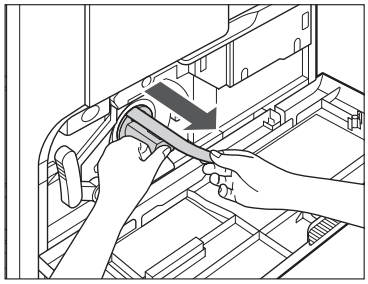
5 **With the side with the label facing up, insert the new toner cartridge in the direction of the arrow while grasping its handle.**



6 **Hold the toner cartridge with one hand, and remove the seal by pulling it out with the other hand.**



IMPORTANT

- *Pull out the seal slowly, otherwise the scattered toner may soil your clothes, etc.*
- *Pull out the seal completely, otherwise the print error may occur.*
- *Pulling the seal upwards or downwards may break the seal. If the seal could break inside the toner cartridge and cannot be removed completely, the toner cartridge may not be used.*
- *Ensure seal is pulled out completely from the toner cartridge because the toner may scatter and printing quality may deteriorate.*
- *Throw away the seal after removing it from the toner cartridge.*

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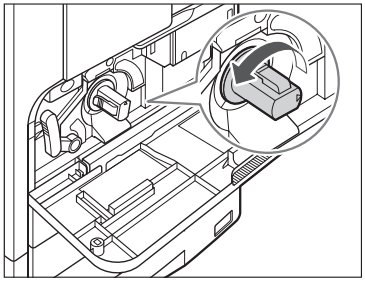
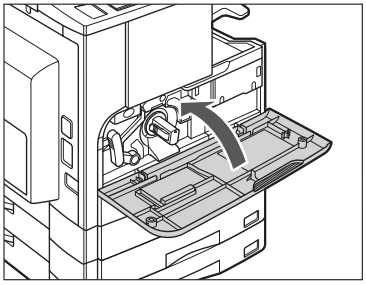
7 Turn the toner cartridge in the direction of the arrow.



IMPORTANT

Turn the toner cartridge fully until it locks into place.

8 Close the front cover.



CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Be sure to clean the fixing unit every time you replace the toner cartridge. See "Fixing Unit Cleaning," in the Reference Guide.

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Troubleshooting

3
CHAPTER

This chapter explains what to do in response to a paper jam and an error message display.

Clearing Paper Jams. 3-2
List of Error Messages 3-6
List of Error Codes without Messages 3-6

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Clearing Paper Jams

The screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared. The location of the paper jam is indicated, by a black circle.

WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the inside of the machine. If you cannot remove the paper, please contact a service representative.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.**
- **After clearing all paper jams, remove your hands from the machine immediately.**
  Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.

NOTE

- *If you press [Recover Later], you can continue operating the machine, such as you can set mode settings and scan originals, without removing the jammed paper immediately.*
- *If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.*

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1 Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

IMPORTANT

- *If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.*
- *If a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-P2)," in the Reference Guide.)*

NOTE

- *Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.*
- *When paper is jammed in several locations, the following image with the black circles appears on the screen.*

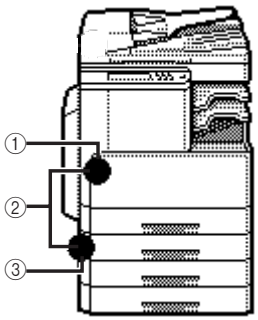
❑ See the instructions on the following section.

① Stack Bypass (See "Stack Bypass," in the *Reference Guide*.)/ Fixing Unit (See "Fixing Unit (Inside the Main Unit)," in the *Reference Guide*.)

② Paper Drawer 1 (See "Paper Drawer 1," in the *Reference Guide*.)

③ Paper Drawer 2 (See "Paper Drawers 2, 3, and 4," in the *Reference Guide*.)

For the iR2018i, the paper drawer 2 can be used when the optional Cassette Feeding Module-P1 is attached to the machine.



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● **If a paper jam occurs inside an optional unit:**

❑ See the instructions on the following section.

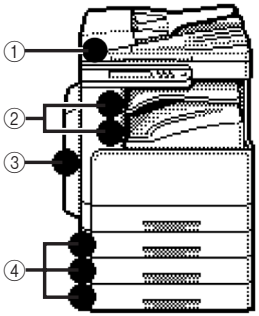
① Feeder (See “Feeder (DADF-P2),” in the *Reference Guide*.)

② Inner 2 Way Tray-E2 (See “Inner 2 Way Tray-E2 (Optional),” in the *Reference Guide*.)

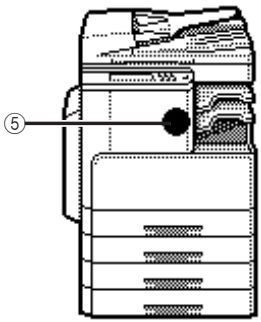
③ Duplex Unit (See “Duplex Unit (Duplex Unit-B1),” in the *Reference Guide*.)

④ Cassette Feeding Module-P1/Q1 (See “Paper Drawers 2, 3, and 4,” in the *Reference Guide*.)

The Cassette Feeding Module-P1 cannot be attached to the iR2030/iR2025/iR2022i.



⑤ Finisher-U2 (See “Finisher-U2 (Optional),” in the *Reference Guide*.)



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2 **After you have removed all of the jammed paper at the locations indicated on the touch panel display, restore all levers and covers to their original positions.**

3 **Continue to follow the procedure and instructions displayed on the touch panel display.**

Once you have removed all of the jammed paper in locations other than the feeder, printing or copying resumes.

If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

NOTE

You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

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List of Error Messages

List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen under [Log] from the System Monitor screen. (See “Checking Copy/Print Job Details,” in the *Reference Guide*.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and TX Report. (See Chapter 11, “Printing Communication Reports,” in the *Sending and Facsimile Guide*.)

Perform the necessary procedures according to the error code.

NOTE

If a send job is canceled, “STOP” is printed in the Results column on the TX Report.

# 001	
Cause	Paper or originals are jammed.
Remedy	Remove any jammed paper or originals. (See “Clearing Paper Jams,” or “Feeder (DADF-P2),” in the *Reference Guide*.)

# 009	
Cause 1	There is no paper.
Remedy	Load paper. (See “Paper Drawers,” in the *Reference Guide*.)
Cause 2	The paper drawer is not inserted correctly into the machine.
Remedy	Insert the paper drawer properly. (See “Paper Drawers,” in the *Reference Guide*.)

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037

Cause	Documents could not be received because there was insufficient memory available.
Remedy	Erase unwanted documents and documents with errors from memory in order to increase the amount of available memory. (See "Checking/Changing the Send/Receive Status," in the *Sending and Facsimile Guide*.)

701

Cause	The specified Department ID does not exist, or the password has changed.
Remedy	Enter the correct Department ID or password using ⓪ - ⑨ (numeric keys) on the control panel, and try again. (See "Entering the Department ID and Password," in the *Reference Guide*.)

749

Cause	You could not execute the job because a service call message is being displayed.
Remedy	Turn the main power OFF, wait for three or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer.

816

Cause	You cannot print because the set page limit total has been reached.
Remedy	Contact your System Manager.

852

Cause	An error occurred because the main power switch was turned OFF while a job was being processed.
Remedy	Check to see if the main power switch is turned ON. Try processing the job again, if necessary.

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Appendix

4
CHAPTER

This chapter provides other useful information.

Multifunctional Operations 4-2
Available Paper Stock 4-3

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Multifunctional Operations

The iR2030/iR2025/iR2022i/iR2018i offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following tables provide you with the details of multifunctional operations.

√: Available
–: Unavailable
△: Available, but with conditions

Next Jobs \ Current Jobs		Copy		Printer	
		Scanning	Printing	Receiving Data	Printing
Copy		–	△	√	△
Send	Scanning	–	√	√	√
	Direct TX	–	√	√	√
	Memory TX	√	√	√	√
	Memory RX	√	√	√	√
	Printing of Auto RX Documents	–	–	√	△
Printer	Receiving Data	√	√	√	√
	Printing	–	–	√	–

√: Available
–: Unavailable
△: Available, but with conditions

Next Jobs \ Current Jobs		Send				
		Scanning	Direct TX	Memory TX	Memory RX	Printing of Auto RX Documents
Copy		–	–	√	√	△
Send	Scanning	–	–	√	√	√
	Direct TX	–	–	–	–	√
	Memory TX	√	–	△	△	√
	Memory RX	√	–	–	–	√
	Printing of Auto RX Documents	√	√	√	√	△
Printer	Receiving Data	√	√	√	√	√
	Printing	√	√	√	√	△

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Available Paper Stock

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in each paper drawer can be displayed on the paper selection screen if you store that information in the machine beforehand. (See “Identifying the Type of Paper in a Paper Source,” in the *Reference Guide*.)

√: Available
–: Unavailable

Paper Type	Paper Source	
	Paper Drawer (64 to 80 g/m^2)	Stack Bypass (64 to 128 g/m^2)
Plain*1	√	√
Recycled*1	√	√
Color*1	√	√
Bond*2	√	√
Transparency*3	–	√
Heavy 1*4	√	√
Heavy 2*5	–	√
Heavy 3*6	–	√
Labels	–	√
Envelopes	–	√

*1 From 64 g/m^2 to 80 g/m^2
*2 From 75 g/m^2 to 90 g/m^2
*3 Use only A4 transparencies made especially for this machine.
*4 From 81 g/m^2 to 90 g/m^2
*5 From 91 g/m^2 to 105 g/m^2
*6 From 106 g/m^2 to 128 g/m^2

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√: Available
—: Unavailable

Paper Size		Width x Length	Paper Source		
			Paper Drawer 1	Paper Drawer 2, 3, 4	Stack Bypass
A3		297 mm x 420 mm	√	√	√
A4		297 mm x 210 mm	√	√	√
A4R		210 mm x 297 mm	√	√	√
A5		210 mm x 148 mm	√	√	√
A5R		148 mm x 210 mm	—	—	√
Envelope	**COM 10**	104.7 mm x 241.3 mm	—	—	√
	Monarch	98.4 mm x 190.5 mm	—	—	√
	DL	110 mm x 220 mm	—	—	√
	ISO-B5	250 mm x 176mm	—	—	√
	ISO-C5	162 mm x 229 mm	—	—	√
Irregular Size		95 mm x 148 mm to 297 mm x 432 mm	—	—	√

NOTE

- *For instructions on loading paper, see the following sections:*
  - *Paper Drawers: "Loading Paper," in the Reference Guide*
  - *Stack Bypass: "Making Prints Using the Stack Bypass," in the Reference Guide*
- *Paper Drawers 2, 3, and 4 are optional for the iR2018i. Paper Drawers 3 and 4 are optional for the iR2030/iR2025/iR2022i.*

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